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OP NOTICE NO. 20-85-4

26 September 1985

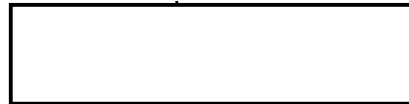
OFFICE OF PERSONNEL NOTICE

SUBJECT: Staffing During Weather Emergencies - Office of Personnel

1. It is necessary that certain essential functions and services not be interrupted when a general closing of Federal offices is declared due to hazardous weather conditions and that personnel be designated to report for duty under such circumstances to provide emergency staffing.

2. The Office of Personnel will be staffed under such conditions to provide the following vital services: (a) take necessary action in employee emergency cases, (b) respond to urgent questions about the status of employees, (c) process overseas travellers, (d) accommodate out-of-town applicants, and (e) respond to requirements of the Office of the Director of Central Intelligence.

3. A list of a minimum number of individuals who are expected to report for duty in their respective offices is attached. Please be reminded, however, that we expect each Office of Personnel employee to make a specific judgment regarding his or her ability to report for work when a weather emergency develops during non-working hours, regardless of media announcements, and to make a good faith effort to report to work without endangering themselves or others. Employees unable to report to work are required to telephone their supervisors.



Robert W. Magee/
Director of Personnel

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Attachment:
Staffing Duty Roster

Attachment to OPN No. 20-85-1

OFFICE OF PERSONNEL

EMERGENCY STAFFING-HAZARDOUS WEATHER

	<u>Principals</u>	<u>Alternate(s)</u>
Office of the Director of Personnel		
Central Travel Services/Travel Processing Branch		
Equal Employment Opportunity		
Employee Benefits and Services		
Employee Services Division		
Personal Services Branch		
Contract Branch		
Insurance Operations Division		
Retirement Division		
Office of Employment		
Support Staff		
Military Personnel Section		
Division I		
Division II		
Division III		
Division IV		
Policy, Analysis, & Evaluation		
Policy & Review Staff		
Position Management & Compensation Division		
Information Systems Division		
Transactions & Records Branch		

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